

AZELLA Reassessment Test Training

SESSION 3
SPRING 2016
ARIZONA DEPARTMENT OF EDUCATION

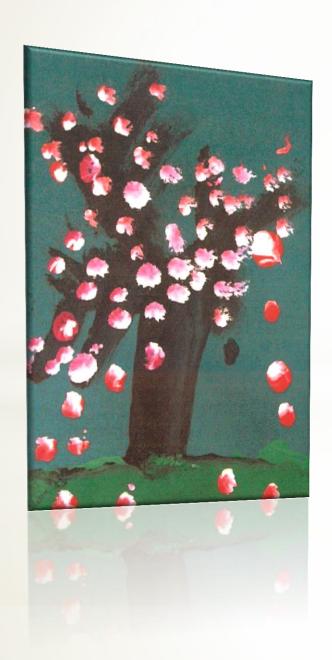
Session 3



- * Receiving Materials
- * Inventorying Materials
- * Additional Orders
- * Returning Materials







Receiving Materials from Pearson

Receiving Shipment of Materials





AZELLA District Test Coordinator's name District name & Entity ID number District shipping address

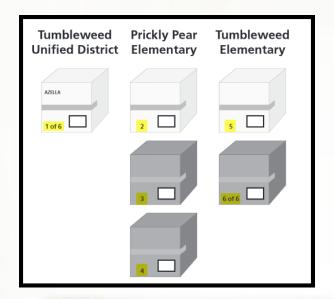
1234 SAMPLE STREET PHONE: 123-456-7890 12345678 DALE ROGERS TUMBLEWEED SCHOOL DISTRICT 999999 1535 W JEFFERSON STREET BIN 6 PHOENIX, AZ 85007 TUMBLEWEED SCHOOL DISTRICT 999999 ZIP 12345





Boxes of Materials











Problems with Materials





Received boxes not meant for your district



Missing boxes

Contact Pearson

Phone: 1.888.705.9421, Option 2

Mon-Fri 7:00 am - 7:00 pm (CST)

Email: ArizonaTeam@support.pearson.com





District Test Coordinator's Kit



Materials in the **District** Test Coordinator's Kit

- * Test Coordinator Manual
- * Blank Header Sheets
- * UPS shipping labels
- * Color-coded Return Labels
- * AZELLA Speaking Demonstration Video DVD
- * Test Administration Directions



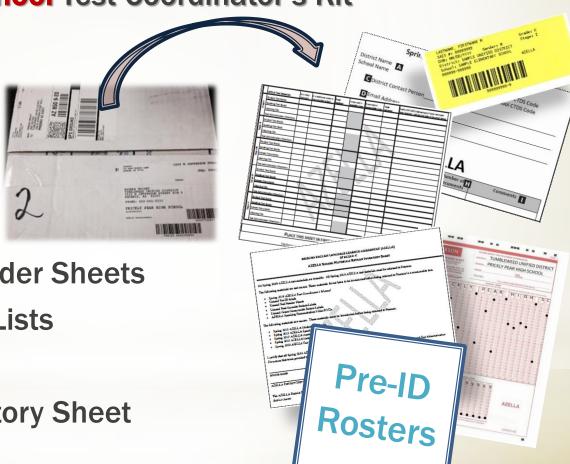


School Test Coordinator's Kit



Materials in the **School** Test Coordinator's Kit

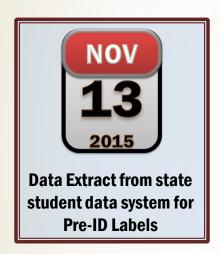
- * Pre-ID Labels
- * Pre-ID Rosters
- * Preslugged Header Sheets
- School Header Lists
- * Paper Bands
- * Materials Inventory Sheet





Pre-ID Labels







Data Extract from state student data system (SAIS/AzEDS)

- *The following criteria determines which students will get a Pre-ID Label:
 - * Students identified as having an ELL need
 - * Students withdrawn from ELL services by parent request
- *Not all students who need to be reassessed will receive a Pre-ID Label.
- *Unused Pre-ID Labels
 - * Do not use Pre-ID Labels for students who are no longer enrolled in your schools.
 - * Unused labels must be returned to Pearson in the Nonscorable box of materials.

Brown School Boxes



Materials in **brown** school boxes

- * Test Books
- * Answer Documents
- Listening Audio CDs
- Speaking Demonstration Video DVD
- * Speaking Test Books
- * Test Administration Directions





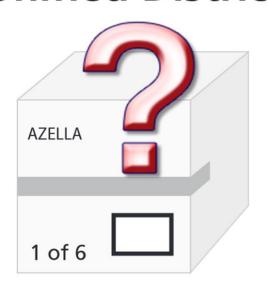




Inventorying Materials

Inventorying – District Test Coordinator Kit

Tumbleweed Unified District



What's inside?

- * Pallet Detail sheet
- * District Packing List
- * School Packing Lists

 * These are duplicate –
 do NOT send these to
 the schools

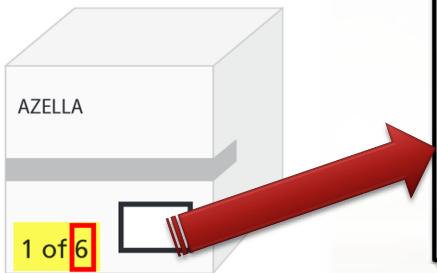




Inventorying – Pallet Detail



Tumbleweed Unified District





Do these match?

If not, contact Pearson directly.

Pearson Client Services Center

Phone 1.888.705.9421 Option 2 Mon-Fri 7:00 am - 7:00 pm(CST)



Inventorying - District





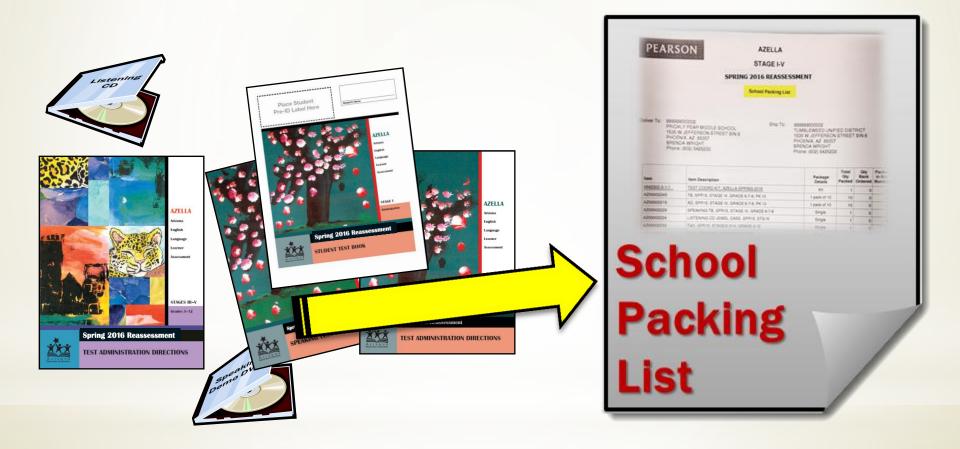


Do these match?

If not, note the discrepancies on the list.

Inventorying - School







Do these match?

If not, note the discrepancies on the list.

Inventorying - Final Steps





Verify



Distribute



Maintain



Order

- if needed









Additional Orders through PearsonAccess

Additional Materials Orders



- * Pearson will send a 5% overage of materials with the initial district shipment.
- * An additional order may be placed starting January 29, 2016
- * ADE must approve all materials orders
 - * Send email with justification for additional order to <u>AZELLA@azed.gov</u>







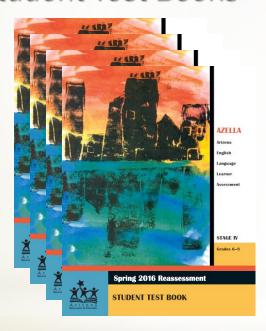


Returning Reassessment Materials to Pearson

Separate Test Books from Answer Documents



Student Test Books



Answer Documents



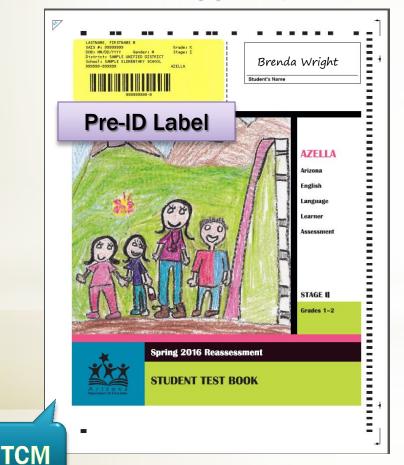
Test Books must NOT contain Answer Documents!



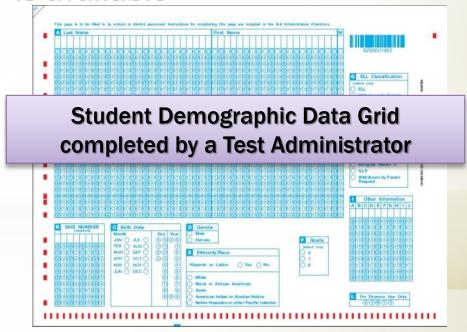
Inspect Student Test Materials



Pre-ID Label applied, if available OR



Student Demographic Data Grid completed, when no Pre-ID Label is available



Separating Test Materials



Scorable

- Used Student Test Books
 - Stages I II
- Used Answer Documents
 - Stages III V
- Teal Header Sheets
- School Header Lists

Nonscorable

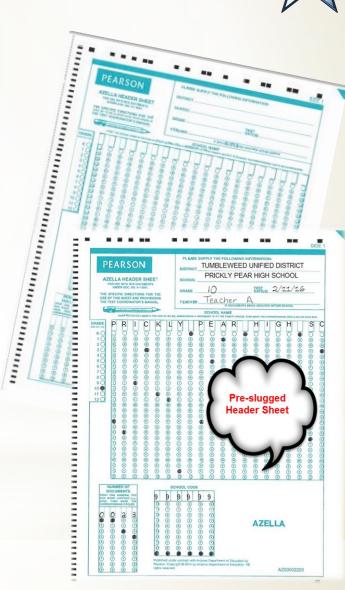
- Unused Student Test Books
 - Stages I and II
- All Student Test Books
 - Stages III, IV, and V
- Unused Answer Documents
 - Stages III, IV, and V
- All Listening Audio CDs
- All Speaking Test Books
- All Speaking Demonstration Video DVDs
- All Test Administration Directions
- Test Coordinator Manual
- Unused Pre-ID Labels
- Unused color-coded return labels
- Unused UPS shipping labels
- Unused Header Sheets



Teal Header Sheets



- One for each group's documents
- Only one grade per group
- Preslugged and blank sheets provided
 - Review preslugged information
 - Do not alter incorrect information complete a blank Header Sheet instead
- Photocopies are not acceptable





Teal Header Sheets, Side #1

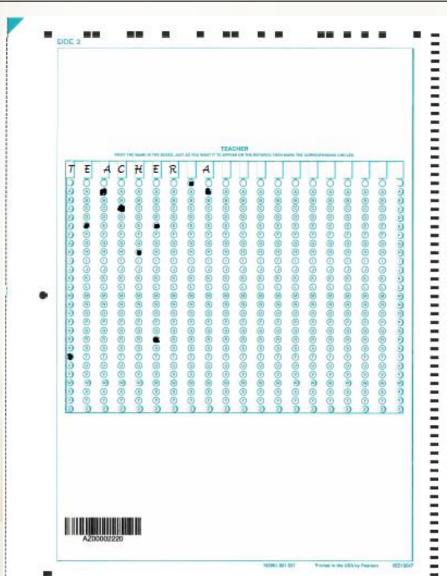






Teal Header Sheets, Side #2





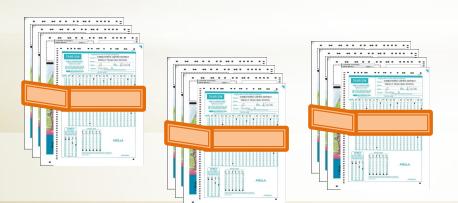


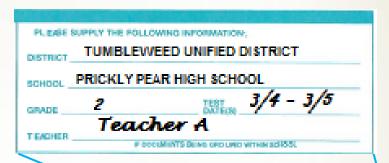


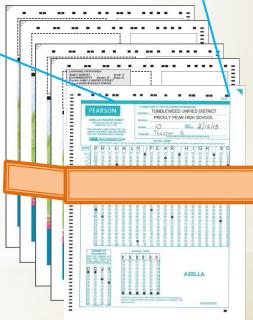
Binding the Scorables



- * Top with **teal** header sheet
- * Face the tests the same way
 - Used Test Books Stages I and II
 - * Used Answer Documents Stages III V
- Wrap once with paper band
- Divide large groups into two or more stacks
- * All stacks must have header sheet



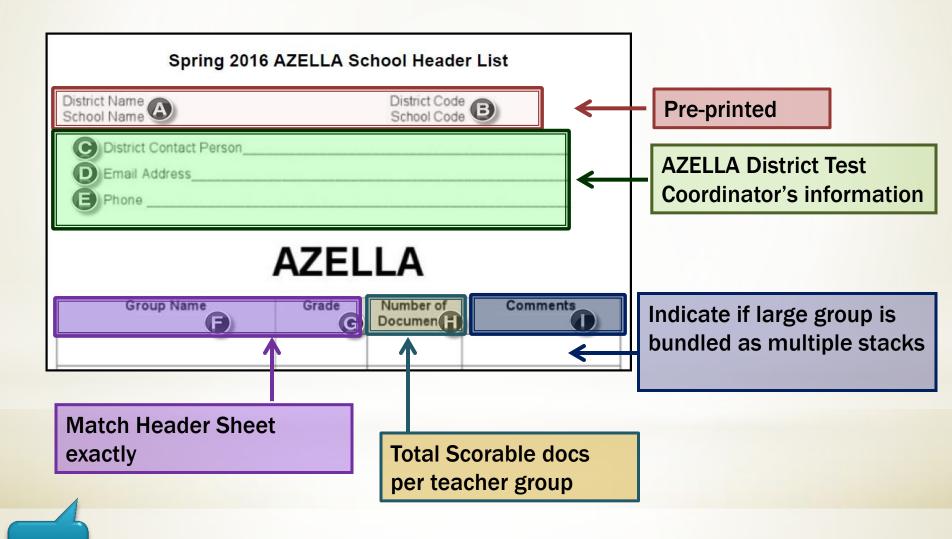






School Header List

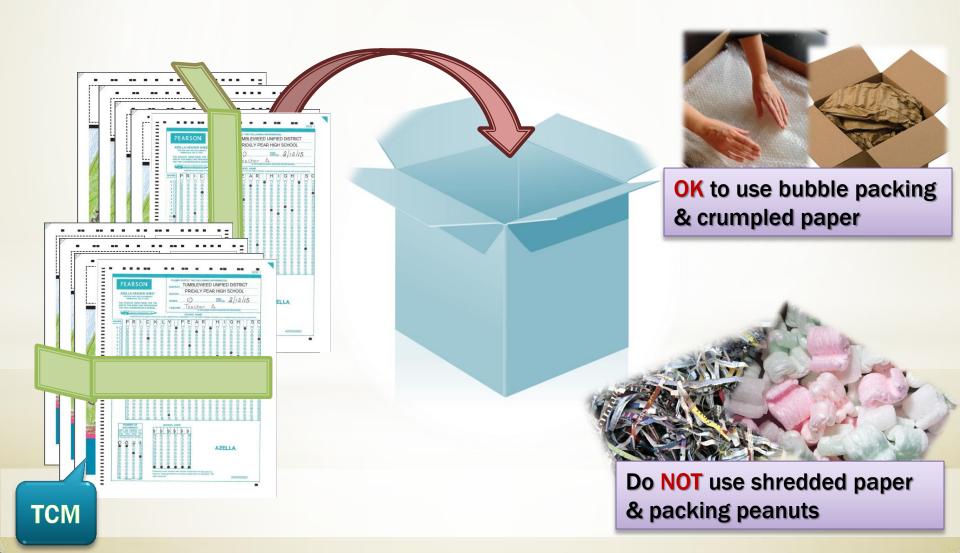




TCM

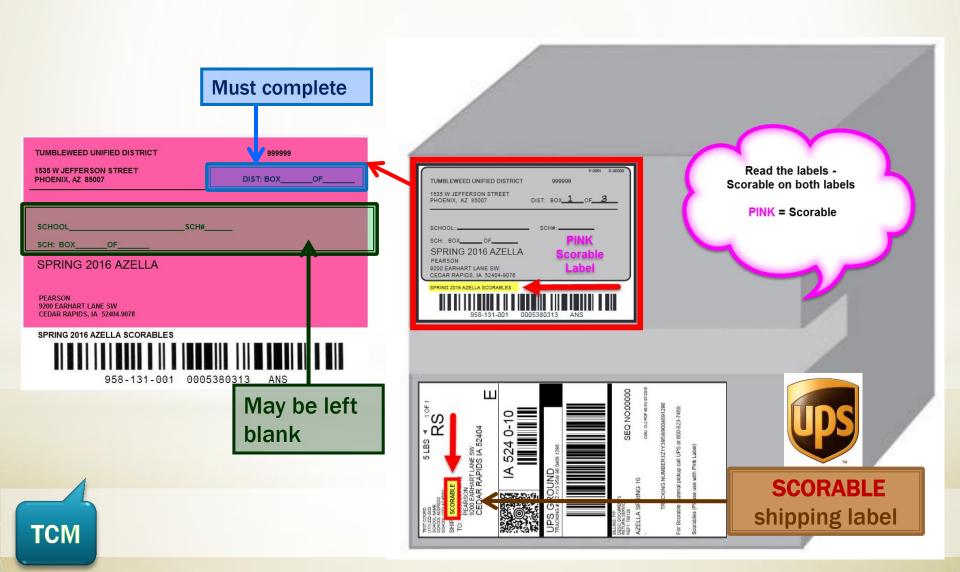
Boxing Scorable Materials





Labeling Boxes - Scorable Materials





Scorable Materials – To Do List



- Separate Scorable/Nonscorable
- Complete TEAL Header Sheet
- Bind stack(s) of Scorables
- Complete School Header Sheet
- Box the Scorables
- Seal and affix pink label to boxes
- Number boxes of Scorable materials
- Affix Scorable UPS shipping label on top of each box next to pink Scorable label
- Keep boxes in secure storage until pick-up

Nonscorable Materials



Organize Nonscorable Materials by Type



School Materials Return Inventory Sheet



Notify ADE (AZELLA@ ared gov) if total returned #

ARIZONA ENGLISH LANGUAGE LEARNER ASSESSMENT (AZELLA) STAGES I -V AZELLA SCHOOL MATERIALS RETURN INVENTORY SHEET

No Spring 2016 AZELLA test materials are reusable. All Spring 2016 AZELLA test materials must be returned to Pearson.

The following materials are not secure. These materials do not have to be inventoried before being returned to Pearson in a nonscorable box:

- Spring 2016 AZELLA Test Coordinator's Manual
- Unused Pre-ID labels
- · Unused Teal Header Sheets
- Unused Pink Scorable Return Labels
- Unused Green Nonscorable Return Labels
- AZELLA Speaking Demonstration Video DVDs
- Unused UPS Labels

The following materials are secure. These materials must be inventoried before being returned to Pearson.

- Spring 2016 AZELLA Student Test Books
- · Spring 2016 AZELLA Speaking Test Books
- Spring 2016 AZELLA Answer Documents

AZELLA DISTRICT TEST COORDINATOR SIGNATURE

Spring 2016 AZELLA Listening Audio CDs
 Spring 2016 AZELLA Test Administration Directions

I certify that all Spring 2016 AZELLA Student Test Books, Speaking Test Books, Answer Documents, Listening CDs, and Test Administration Directions that were provided to this school have been accounted for and included in a return shipment to Pearson.

SCHOOL NAME SCHOOL ENTITY ID NUMBER

The District AZELLA Test Coordinator is responsible for completing the inventory charton side 2 of this document for each school within the district/charter.

This form may be reproduced.

AZ00002506

	AZELLA Test Materials	shipment	from another school	received	scorable boxes	nonscorable boxes	returned	total received. Indicate the date of the email below.
Stage	Student Test Books							
	Speaking Test Books							
	Listening CDs							
	Test Administration Directions							
Stage II	Student Test Books							
	Speaking Test Book							
	Listening CDs							
	Test Administration Directions							
Stage III	Student Test Books							
	Speaking Test Books							
	Answer Documents							
	Listening CDs							
	Test Administration Directions							
Stage IV	Student Test Books							
	Speaking Test Books)		
	Answer Documents							
	Listening CDs							
	Test Administration Directions							
Stage V	Student Test Books							
	Speaking Test Books							
	Answer Documents							
	Listening CDs							
	Test Administration Directions							
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This form may be reproduced.

in initial # in additional order or Total

AZ000025



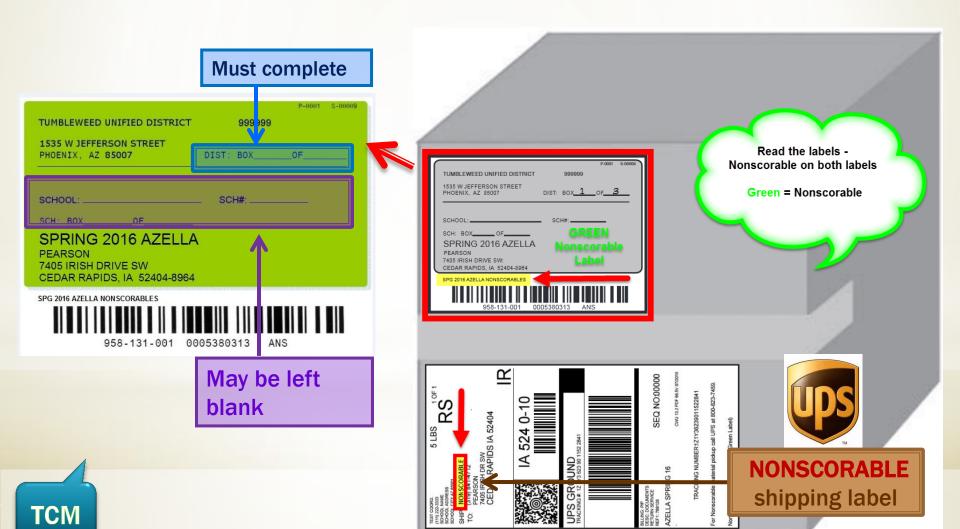
Boxing Nonscorable Materials





Labeling Boxes - Nonscorable Materials





Nonscorable Materials - To Do List

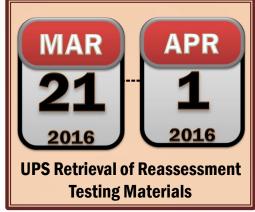


- Organize Nonscorables by document type
- Complete School Materials Return Inventory Sheet
- Box Nonscorables by school
- Place inventory sheet on top of the 1st Nonscorable box
- Seal and affix green Nonscorable label to boxes
- Number boxes of Nonscorable materials
- Affix Nonscorable UPS shipping label on top on each box next to green
 Nonscorable label
- Keep boxes in secure storage until UPS pick up

Materials Retrieval









1-800-823-7459





Checklist Before UPS Pick-Up





A PINK return label for all Scorables boxes



A GREEN return label for all Nonscorables boxes



A UPS shipping label for each PINK labeled box of Scorables and GREEN labeled box of Nonscorables



Verify total number of boxes for each label color







After Testing Checklist



The AZELLA District Test Coordinator will:

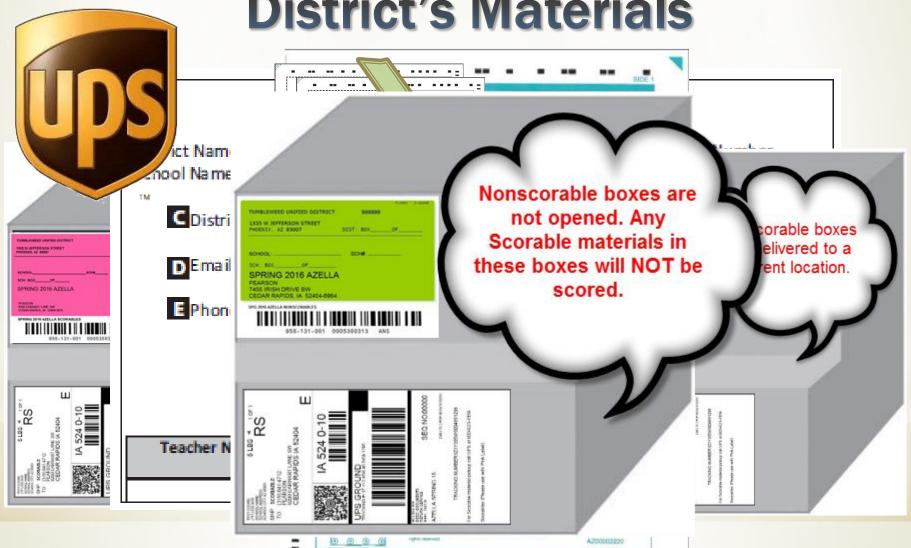
- Report testing incidents to ADE
- Collect materials from schools
- Separate Scorable (pink) and Nonscorable (green)
- Complete Header Sheets and School Header Lists
- Complete Materials Inventory Sheets
- Box materials for return shipping
- Ensure test materials are picked up by April 1, 2016





Process of Scoring Your District's Materials







Session 3 is completed.
Close this presentation and then:

Select the "Session 3 Reviewed"
 button, and
 Session 3

Reviewed

Complete the verification of completion, and

Continue with Session 4

